

## **PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE**

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, June 25, 2009 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

---

**Present:** Patty Hoeft, Jack Kruger, Tom Lund, Andy Williams  
**Excused:** Tony Theisen  
**Also Present:** Darlene Marcelle, Bill Dowell, Debbie Klarkowski, Jayme Sellen  
Lynn VandenLangenberg, Bob Heimann, Kerry Blaney, Lisa Wilson  
Rob Strong/Greg Geiser – City of Green Bay Housing Authority  
Supervisors Andrews, Nicholson, Warpinski

---

I. **Call Meeting to Order:**

The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

II. **Approve/Modify Agenda:**

Motion made by Supervisor Krueger and seconded by Supervisor Williams to approve. **MOTION APPROVED UNANIMOUSLY**

III. **Approve/Modify Minutes of May 28, 2009:**

Motion made by Supervisor Williams and seconded by Supervisor Krueger to approve. **MOTION APPROVED UNANIMOUSLY**

1. **Review of Minutes:**

- a. **Facility Master Plan (May 21, 2009)**
- b. **Housing Authority (May 18 2009)**

Motion made by Supervisor Krueger and seconded by Supervisor Williams to receive and place on file. **MOTION APPROVED UNANIMOUSLY**

*(Supervisor Hoeft arrived 5:32 p.m.)*

**Communications:**

2. **Communication from Supervisor Andrews re: To have staff investigate and report to us the state of wireless capabilities, if any, in the Council Chambers and the feasibility of Supervisors bringing in their own laptops and connecting to the internet wirelessly. (Referred from June County Board):**

Supervisor Andrews explained her communication, asking the feasibility of bringing her laptop to the Council Chambers. Bob Heimann of IS stated that the Chamber is wired for public wireless. He did question whether there are electrical outlets in the floor for battery charging, however, Supervisor Krueger was of the opinion outlets are available. Mr. Heimann will follow-up.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to have IS check to see if the Board Chambers at City Hall have electrical outlets to charge laptop batteries, and if not to determine the cost.  
**MOTION APPROVED UNANIMOUSLY**

3. **Communication from Supervisor Lund re: That there shall be no interdepartmental charge backs placed in the 2010 budget. (Referred from June County Board):**

Lynn VandenLangenberg distributed information relative to chargebacks and allocations (attached). She explained that in many governments and businesses, chargebacks and allocations are recorded to properly account for the true cost of doing business or providing a service. She explained there is a benefit to know if the business/service is worth the total cost, and also assists in determining charges for products or services, i.e. grants, delegated state functions, rates and fees, and inter-governmental agreements. The practice also provides checks and balances to departments. A chart was reviewed which illustrated the multiple chargebacks by Brown County, along with the basis of charge and the amount. VandenLangenberg indicated that several departments of the county would have less income if chargebacks are not applied to the department budget expenses.

Chairman Lund stated his concern involved work done by one department for another and not charging them. Darlene Marcelle, County Clerk, indicated that there are tasks that are the job duties of the office and that are mandated services. Further discussion resulted in a suggestion that Internal Auditor, Sara Perrizo, conduct a survey of other counties to determine how they handle chargebacks and allocations.

**Motion made by Supervisor Krueger and seconded by Supervisor Williams to refer to Internal Auditor to conduct a survey regarding how chargebacks are handled in other counties. MOTION APPROVED UNANIMOUSLY**

4. **Communication from Supervisor Warpinski re: Request that Information Services make campaign finance reports filed with the Brown County Clerk available. (Referred from June County Board):**

Supervisor Warpinski, Bob Heimann, and Darlene Marcelle addressed the committee. Mr. Heimann indicated that the cost to implement this request should be minimal. The consensus of the committee was that reporting include everyone running for office in Brown County and that it begin 1/1/2010.

**Motion made by Supervisor Krueger and seconded by Supervisor Williams that the County Clerk move forward with campaign finance reporting effective January 1, 2010. MOTION APPROVED UNANIMOUSLY**

5. **Communication from Supervisor VanderLeest re: Request for each Standing Committee to forward a list of priorities to the County Executive for preparation of the 2010 budget. (Referred from June County Board):**

Supervisor VanderLeest not present.

**Motion made by Supervisor Krueger and seconded by Supervisor Williams to receive and place on file. MOTION APPROVED UNANIMOUSLY**

6. **Communication from Supervisor Andy Nicholson re: To create County policy to return unused housing vouchers. (Referred back from April Administration Committee meeting; Motion was to send a letter to Rob Strong of the City of Green Bay Housing Authority from the committee, requesting he be present at the next Admin Committee meeting to provide and present written information**

**from Federal Authorities on if they can or cannot return unused vouchers to HUD and if they can or cannot return unused money and to supply the committee with the names and contact info for the people on the Federal Housing Authority:**

Rob Strong and Greg Geiser of the Housing Allowance Office were present to address this issue involving Supervisor Nicholson's request for information relative to returning unused housing vouchers to other areas, or back to HUD (Housing & Urban Development) if they are not used. At this time, Brown County has 3,342 baseline units and approximately \$13 million dollars, which is presently funding 2,806 units.

Information was distributed (attached) explaining that Congress appropriates funds each year which are awarded to Public Housing Authorities to be used for the administration and implementation of this program. In 2005, Congress mandated that Housing Authorities that were awarded housing choice vouchers may not lease more units than they are given as their established baseline and that they also cannot expend more than their allocated annual budget authority. Strong explained it is common to not reach the allocated budget authority before utilizing all vouchers, as is the case in Brown County. Because the Brown County Housing Authority has reached its maximum program utilization, they do not have any vouchers to return to HUD, nor is HUD looking to take back any vouchers. In addition, Strong stated that HUD will not approve voluntary or partial transfers unless there is a "substantiated compelling reason", which he stated is rather vague.

As the average monthly voucher is \$378, Supervisor Williams suggested that the rate be dropped to \$327, thereby allowing all 3,342 vouchers to be used. Mr. Strong agreed to investigate this suggestion, and Mr. Geiser explained they have looked into the option of dual payment standards, however, have not received a response. Supervisor Krueger offered to contact State Representative Kagan regarding these matters.

**Motion made by Supervisor Williams and seconded by Supervisor Krueger to direct the Housing Authority to set a goal of setting an average dollar amount to employ all 3234 housing vouchers, and to investigate a standard dual support payment system. MOTION APPROVED UNANIMOUSLY**

Other aspects were discussed and Supervisor Nicholson suggested that the waiting list be frozen, stating it was his opinion the program attracts people to the area because of it.

**Motion made by Supervisor Lund and seconded by Supervisor Williams to freeze the housing voucher waiting list subject to emergencies, understanding it can be reopened for a short time period to allow people to get back on. Ayes: 2 (Lund, Williams); Nays: 2 (Krueger, Hoeft). MOTION FAILS 2-2**

It was also suggested that those on the waiting list be required to check in with the Housing Authority on a monthly basis in order to keep their application active. Ways to do this were discussed and included phone calls, in person, and by internet web site. Rob Strong was asked to return to the July meeting to discuss options further.

**Motion made by Williams and seconded by Krueger to require that people on the waiting list contact the Housing Authority office each month in order to keep their application active. MOTION APPROVED UNANIMOUSLY**

**County Clerk:**

**7. Budget Status Financial Report for April 2009 and May 2009:**

**Motion made by Supervisor Williams and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**8. Follow-up on Campaign Finance Implementation Process:  
(See #4 above)**

**Treasurer:**

**9. Budget Status Financial Report for April 2009 and May 2009:**

Treasurer Kerry Blaney distributed a net revenue history covering the years from 1990 to 2009 (please see attached). He also gave a history of investment data from October of 2008 to June of 2009 and the per cent changes.

**Motion made by Supervisor Williams and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**10. Treasurer's Financial Report for Month of April:**

The Treasurer's financial report for the month of April included in packet material was reviewed.

**Motion made by Supervisor Williams and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**11. Resolution re: Opposition to 2009 State Assembly Bill 149 regarding Interest Rates on Delinquent Property Taxes:**

Blaney explained that Assembly Bill 149 proposes to temporarily reduce the interest rate for unpaid property taxes from 1% to .5% per month. He stated if this change had been in effect during 2008, Brown County would have lost approximately \$650,000 in interest for delinquent property taxes, which would have had to be offset by a reduction in county services, or an increase in property taxes. Blaney urged that the Brown County Board oppose this bill.

**Motion made by Supervisor Williams and seconded by Supervisor Hoeft to approve opposition to Bill 149. MOTION APPROVED UNANIMOUSLY**

**Human Resources:**

**12. Budget Status Financial Report for May 31, 2009:**

Debbie Klarkowski reported that all cost categories are within budget.

**Motion made by Supervisor Williams and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**13. Vacant Positions on hold pending review:**

The list of vacant positions on hold pending review was reviewed.

**Motion made by Supervisor Williams and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**14. Activity Report for May 2009:**

At this time there are 1,755 current employees, 278 of which are extra help.

**Motion made by Supervisor Hoeft and seconded by Supervisor Williams to receive and place on file. MOTION APPROVED UNANIMOUSLY**

Debbie Klarkowski addressed the committee regarding a communication at the May meeting from Supervisor Andy Williams regarding concerns he had been made aware of within the Clerk of Courts Department. Klarkowski stated that she met with Lisa Wilson, Chief Deputy, and the management staff, to discuss these concerns. She found no conflict with the bargaining agreement nor with any other County policies. One of the issues related to the phone system will be reviewed by Bob Heimann in Information Services and possible options will be discussed with Ms. Wilson.

**Department of Administration:**

**15. Asset Maintenance Fund Expenditures:**

Lynn VandenLangenberg informed the committee of an expenditure brought forward by Public Safety Communications to remove existing Brown County 911 antenna on the Green Bay water tower and replace/reinstall antenna and line once the water tower is painted at a cost of \$6,774.

**Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve the Asset Maintenance Fund Expenditure in the amount of \$6,774 for Public Safety Communications. MOTION APPROVED UNANIMOUSLY**

**16. Bid Awards Review Process:**

An update to the Bid Awards Review Process as included in packet material was explained by Ms. VandenLangenberg. A clause has been added to all requests for bid documents which requests verification of financial background. Contractors will be required to provide financial statements and disclosure of any open or pending judgments or tax liabilities with their bid. Failure to provide such information may be grounds for rejection.

VandenLangenberg requested that any further suggestions be submitted to her or Kurt Hogarty for discussion with the committee appointed by the Executive Committee for inclusion in the final draft.

**Motion made by Supervisor Hoeft and seconded by Supervisor Krueger to hold. MOTION APPROVED UNANIMOUSLY**

**17. 2009 Budget Transfer Log:**

**Motion made by Supervisor Williams and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**18. Grant Application Approval Log:**

Ms. VandenLangenberg pointed out a grant applied for by Port & Solid Waste for the Cat Island Restoration Project.

**Motion made by Supervisor Williams and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**19. Administration Budget Status Financial Report for May 31, 2009:**

A. year-to-date savings is shown in salaries and fringe due to vacancies.

**Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY**

20. **Information Services Budget Status Financial Report for May 31, 2009:**  
A year-to-date savings in seen in salaries and fringe, in addition to utilities due to upcoming charges related to the installation of new phone and internet services at the jail and CTC.

**Motion made by Supervisor Hoeft and seconded by Supervisor Williams to receive and place on file. MOTION APPROVED UNANIMOUSLY**

- 20a. **Discussion re: Change Order for the Fiber Optic Project that reflect the 2009 Bond Information:**

Bob Heimann explained this change order request for the installation of fiber optic cable and completion of a diverse fiber path. The engineering company, MC&E, has been working for the last 8 to 10 months to determine potential routes to run the cable and obtain easements. If the change order can be approved at the July County Board meeting, materials can be ordered and the project can be completed before the fiber contractor demobilizes at the end of August. Heimann stated that the project is within scope of the Bond amount.

**Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to recommend approval of the change order for installation of fiber optic in the amount of \$797,397.70 and forward to the County Board.**

**MOTION APPROVED UNANIMOUSLY**

21. **Facility & Park Management:**  
**Budget Status Financial Report for 5/31/2009. No other agenda items.**

**Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY**

22. **Corporation Counsel:**  
**Budget Status Financial Report for May 2009. No other agenda items.**

**Motion made by Supervisor Krueger and seconded by Supervisor Williams to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Other:**

23. **Audit of Bills:**

**Motion made by Supervisor Williams and seconded by Supervisor Hoeft to approve payment of bills. MOTION APPROVED UNANIMOUSLY**

24. **Such Other Matters as Authorized by Law: None**

Next Agenda: Update from Rob Strong of the Green Bay Housing Authority

**Motion made by Supervisor Hoeft and seconded by Supervisor Williams to adjourn at 8:22 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,  
Rae G. Knippel, Recording Secretary

**Brown County**  
**Chargeback and Allocation Summary**  
**6/25/2009**

In many governments and businesses, chargebacks and allocations are recorded to properly account for the true costs of doing business or providing a service. Knowing the true costs benefit an organization to:

1. Knowing that the business/service is worth the total costs (direct and indirect).
2. Total costs also assist in determining charges for the products or services.
  - a. Grants
  - b. Delegated State functions
  - c. Rates & fees
  - d. Inter-governmental agreements
3. Checks and balances – are the charges by the departments reasonable? The costs being charged can and should be questioned by the department being charged.

The chargeback process is used for centralized functions (both County-wide and within departments) and government-wide costs. Central service departments rarely provide services directly to the taxpayers of Brown County, but rather provide services to departments that facilitate their taxpayer service delivery.

Following is a table illustrates the multiple chargebacks by Brown County.

	Chargeback	Basis of Charge	Amount	
	Indirect Costs:			
1	Facilities	Square footage & depreciation	3,036,000	
2	Human Resources	No. of employees in department	1,111,000	
3	Finance	AP vouchers & payroll	1,069,000	
4	Corp Counsel	Department support provided	598,000	
5	Purchasing	Purchase orders issued	215,000	
6	Executive	No. of employees in department	196,000	
7	IS	IS budget charges	4,196,000	
8	Treasurer	Receipts processed	85,000	
9	Doc. Mgmt. Ctr.	Detail work orders	13,000	
10	County Audit	AP Vouchers	70,000	
11	Health Insurance	Employees enrolled – premium %	17,950,000	
12	Dental Insurance	Employees enrolled – premium %	1,400,000	
13	Work Comp Insurance	Position risk & experience	517,000	
14	Disability Insurance	Eligible employees & claims	390,000	
15	Property & Liability Ins.	Property values & coverage needs	833,000	
16	Legal services	Outside counsel costs	279,000	
17	Copy center	Copies needed	278,000	
18	Mail	Usage	350,000	
19	Copiers	Usage	78,000	
20	Multiple inter-department charges			

③

All departments would not have a complete picture of the expenses incurred by the County for that department to operate if chargebacks are not recorded. The following areas would have less income if chargebacks are not applied to the department budget expenses.

1. Mental Health Center -- rates; cost report
2. Community Programs -- state aid
3. Child Support -- state reimburses 2/3 of costs
4. Emergency Management Office -- grant funds allow overhead
5. Medical Examiner -- intergovernmental agreements
6. Corporation Counsel -- IV-D and IV-E chargebacks
7. County Clerk -- Election revenue charge computation
8. U.W. Extension -- Grant revenue
9. Airport
10. Highway
11. Port & Solid Waste
12. New Zoo
13. Shelter Care -- recovered in rates sets





U.S. Department of Housing and Urban Development  
Milwaukee Field Office  
Suite 1380  
310 West Wisconsin Avenue  
Milwaukee, WI 53203-2289  
<http://www.hud.gov/local/mil/>

May 21, 2009

P. Robert Strong, Executive Director  
Brown County Housing Authority  
100 North Jefferson Street, RM. 608  
Green Bay, WI 54301

Dear Mr. Strong:

This letter is in regards to the email request from Greg Geiser, Integrated Community Service Housing Choice Voucher (HCV) Leader, dated May 13, 2009, regarding the Brown County Housing Authority's (BCHA) HCV program and the possibility of returning unused vouchers to HUD.

As you are aware, Congress appropriates funds each year in the HCV program, which are awarded to Public Housing Authorities (PHAs) to be used for the administration and implementation of their programs. The annual appropriations act also includes the statutory provisions that the Department must use when it provides renewal funding for the individual PHAs each year. Beginning in Federal Fiscal Year (FFY) 2005, Congress mandated that PHAs that were awarded HCV funding may not lease up more units than they were given as their established baseline, and that they also could not expend more than their allocated annual budget authority and Net Restricted Assets (NRA). These provisions have been in place in each of the subsequent FFY's appropriations.

Since a PHA must be in compliance with both of the above mentioned provisions, it is common that they will reach their allocated budget authority before they utilize all of their vouchers, therefore they will not get to their baseline amount, as is the case with the BCHA. In essence because of the funding constraint provisions the BCHA has reached its maximum program utilization and therefore does not have any vouchers to return to HUD, nor is HUD looking to take back any vouchers.

Another topic which was addressed in previous email communications was the partial transfer of a PHA's voucher program. Please note that HUD will not approve voluntary or partial transfers unless there is a substantiated compelling reason, as published in Notice PIH 2007-6. When transfers are approved, funding is also transferred with the units based upon the current per unit cost (PUC).

If you have any questions, please feel free to contact me at 414-297-3214, extension 8200.

Sincerely,

John Finger, Team Coordinator  
Wisconsin Public Housing,  
Program Center, 51PH

CC: Greg Geiser, Integrated Community Service

#### **4-III.C. SELECTION METHOD**

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use. [24 CFR 982.202(d)].

##### **Local Preferences [24 CFR 982.207; HCV p. 4-16]**

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

##### **PHA Policy (Eff. 10/1/08)**

Families claiming a preference are required to provide acceptable documentation of the preference when submitting a preliminary application.

Brown County residency includes any families who live, work, or are hired to work in Brown County. In order to verify the applicant qualifies for a residency preference the PHA will require a minimum of 1 of the following documents: **Driver's License/State ID, employer or agency record, check stub from a local employer, school records, or voter registration record.**

Non-resident applicants who change and verify their residence status following application and become residents will have their priority status re-designated.

Any applicants not claiming a preference will be placed on the waiting list with non-preference status.

The PHA will offer the following preferences in rank order:

**1<sup>st</sup> preference:** Brown County Resident Families who have been Involuntarily Displaced. Families who claim they have been displaced due either to disaster or government action must provide written verification from the displacing agency of government or by a service agency such as the Red Cross.

A disaster is defined as a fire, flood, earthquake etc that has caused the unit to be uninhabitable. Government action is defined as federal, state, or local government action related to public improvement or development. In order to meet the displacement preference, applicants who have been displaced must not be living in standard replacement housing.

Standard replacement housing is defined as housing that is decent, safe, and sanitary according to HQS standards and is adequate for the family size according to HQS standards, and that the family is occupying pursuant to a written or oral lease or occupancy agreement. Standard replacement housing does not include transient facilities, hotels, motels, temporary shelters, and (in the case of domestic violence) housing occupied by the individual who engages in such violence.

It does not include any individual imprisoned or detained pursuant to State Law or an Act of Congress. Shared housing with family or friends is considered temporary and is not

**HUD Contacts:**

**John Finger**

Program Center Coordinator  
310 West Wisconsin Avenue, Suite 1380  
Milwaukee, WI 53203-2289  
**Phone:** (414) 297-3214 x8200  
**Fax:** (414) 297-1180

**Barbara Lamb**

Director, West Division  
HUD Financial Management Center  
2345 Grand Blvd Suite 1150  
Kansas City, MO 64108  
(816) 426-6195

①

TREASURER'S OFFICE NET REVENUE HISTORY:

YEAR	BUDGETED NET REVENUES	ACTUAL NET REVENUES	SURPLUS TO GEN FUND
1990	\$ 2,052,681	\$ 2,522,843	\$ 470,162
1991	\$ 2,011,109	\$ 2,577,761	\$ 566,652
1992	\$ 2,346,870	\$ 2,223,232	\$ (123,638)
1993	\$ 1,768,213	\$ 1,578,916	\$ (189,297)
1994	\$ 1,600,412	\$ 1,283,302	\$ (317,110)
1995	\$ 1,411,993	\$ 2,664,790	\$ 1,252,797
1996	\$ 1,462,321	\$ 2,944,359	\$ 1,482,038
1997	\$ 2,003,997	\$ 2,706,871	\$ 702,874
1998	\$ 2,248,566	\$ 3,450,133	\$ 1,201,567
1999	\$ 2,291,927	\$ 1,551,545	\$ (740,382)
2000	\$ 2,983,606	\$ 4,522,412	\$ 1,538,806
2001	\$ 2,923,233	\$ 4,409,193	\$ 1,485,960
2002	\$ 2,000,729	\$ 3,610,927	\$ 1,610,198
2003	\$ 1,745,082	\$ 2,011,400	\$ 266,318
2004	\$ 1,791,447	\$ 2,474,009	\$ 682,562
2005	\$ 1,894,285	\$ 2,762,699	\$ 868,414
2006	\$ 2,048,107	\$ 4,370,003	\$ 2,321,896
2007	\$ 2,719,624	\$ 5,202,251	\$ 2,482,627
2008	\$ 3,461,425	\$ 4,359,624	\$ 898,199
2009	\$ 3,413,393	\$ -	\$ -
TOTAL	\$ 40,785,627	\$ 57,226,270	\$ 16,440,643

Invest Data:	Oct-08	Jun-09	Percent Change
Fed Fds Rate:	1.00%	0.25%	-75%
LGIP	1.90%	0.47%	-75%
CD Rates 1yr	3.75%	2.00%	-47%
Gov't Agencies	3.75%	2.00%	-47%
Budgeted Ret:	3.50%	2.00%	-43%



DEPARTMENT OF ADMINISTRATION

*Brown County*

DIVISION OF INFORMATION SERVICES  
ROBERT J. HEIMANN, DIRECTOR

305 E. WALNUT STREET, FIFTH FLOOR  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

LYNN A. VANDEN LANGENBERG

PHONE: (920) 448-4025 FAX: (920) 448-6266 WEB: www.co.brown.wi.us

DIRECTOR

## Information Services Update for Administration Committee June 25, 2009

### Change Orders for Fiber Optic Project

- I apologize for this information coming out after the deadline to mail you the Administration Committee agenda detail. This opportunity was presented to Brown County IS on Monday June 22, 2009 by MC&E as a tentative agreement with the railroad to acquire an easement from them for approximately a two mile distance along their tracks.
- One of the 2009 County Bonded projects is the \$835,000.00 allocated for installing fiber optic cable to the Highway Dept, Howard Library, Sheriff Substation in Howard and completion of a diverse fiber path between the Airport, Downtown Campus, Jail and CTC.
- With the future planned reconstruction of Velp Avenue the original route along Velp became too high of a risk that Brown County might have to relocate the fiber if we buried it now and then had to move it over into the new right-of-way when the road was reconstructed.
- The engineering company hired for this project, MC&E has been working diligently for 8-10 months looking at alternate routes to run the fiber cable.
- Three potential routes were studied in more detail. Progressing along Dousman, which was ruled out because of Highway 41 road construction, running along I-43 which never received an approval from the State of WI, and a route along the Escanaba & Lake Superior Railroad Company.
- It has taken many months of negotiating to acquire this easement and MC&E is to be commended for doing their due diligence.
- The four change orders are to MC&E (engineers), MP Nexlevel (fiber installer), Power & Telephone Supply (materials), and Escanaba & Lake Superior Railroad Company (easement).
- The cost advantage to BC of keeping this fiber project going is every month the telecommunication line costs at these three sites equals \$1,912.50. This will be a savings by getting the locations off T-1's and on fiber.
- By approval of these change orders here and at the July 22, 2009 County Board Meeting the materials can get ordered with an approximate 5 week lead time and get this project completed before the fiber contractor de-mobilizes around August 31, 2009.
- There are also maps attached that depict the fiber routes in these change orders.

The action being requested from the Administration Committee today on this issue is approval of these four change orders. The project is within scope of the Bond amount.

Respectfully submitted,

*Robert Heimann*  
Robert Heimann

Brown County Information Services Director

209



# Multimedia Communications & Engineering, Inc.

PO Box 11064 Green Bay, WI 54307-1064 ph (920) 676-0494

**Placing technology at your fingertips**

Wednesday, June 24, 2009

**TO:** Kevin Raye  
Information Systems Manager  
Brown County  
Northern Building 5th Floor  
305 East Walnut Street  
Green Bay, WI 54301

**RE:** Brown County City of Green Bay Fiber Optic Cable Network - Project #1298B

## CHANGE ORDER #17 – Route change on Velp Avenue 2A and Project Managemnet for 2A, 4A and 4B

### COUNTY

Item	Description	Adjustment
1	Route Engineering (MC&E) for Area 2A	\$ 25,025.00
2	Project Management (MC&E) for Area 2A, 4A and 4B	\$ 20,475.00
<b>End Change Order #17</b>		
<b>Price Adjustment Summary</b>		<b>Total Price Adjustment + \$ 45,500.00</b>
		<b>Brown County Portion + \$ 45,500.00</b>
		<b>City of Green Bay Portion + \$</b>
		<b>Green Bay Metropolitan Sewerage District Portion + \$</b>

	<b>Tom Mineau</b>		N/A	N/A
	Multimedia Communications & Engineering, Inc.	Brown County	City of Green Bay	Green Bay Metropolitan Sewerage District
	Signed By: Tom Mineau	Signed By:	Signed By:	Signed By:
	Date: 6/24/09	Date:	Date:	Date:
Please contact Tom Mineau (920) 676-3495 with any questions. Return via E-Mail ASAP to <a href="mailto:tmineau@mcae.biz">tmineau@mcae.biz</a> .				

**Multimedia Communications & Engineering, Inc.**

PO Box 11064 Green Bay, WI 54307-1064 ph (920) 676-0494

**Placing technology at your fingertips**

Monday, June 22, 2009

**TO:** Mr. Rob Prybil  
Vice President of Operations  
MP Nexlevel, LLC  
500 County Road 37 East  
Maple Lake, MN 55358

**RE:** Brown County City of Green Bay Fiber Optic Cable Network - Project #1298B

**CHANGE ORDER #16 – Include Area 2A, 4A and 4B into Project Labor  
Scope of Work**

**COUNTY**

Item	Description	Adjustment
1	Include Area 2A Into Project per guide lines followed in Project #1298B "Area 2 Leg A" extends north off of the west side route to connect the 3 County Sites in Howard (Howard Village Hall & Sheriff, Howard Library, and Brown County Highway Department)	\$ 337,340.93
2	Include Area 4A Into Project per guide lines followed in Project #1298B "Area 4A" is the west half of the Ring connection to the County Airport Necessary for redundancy and auto fail over backup systems.	\$ 170,960.27
3	Include Area 4B Into Project per guide lines followed in Project #1298B "Area 4B" is the east half of the Ring connection to the County Airport Necessary for redundancy and auto fail over backup systems.	\$ 158,437.24
<b>End Change Order #16</b>		
<b>Price Adjustment Summary</b>		<b>Total Price Adjustment + \$ 666,738.44</b>
		Brown County Portion + \$ 666,738.44
		City of Green Bay Portion + \$
		Green Bay Metropolitan Sewerage District Portion + \$

	<i>Tom Mineau</i>		N/A	N/A
MP Nexlevel, LLC	Multimedia Communications & Engineering, Inc.	Brown County	City of Green Bay	Green Bay Metropolitan Sewerage District
Signed By: Rob Prybil	Signed By: Tom Mineau	Signed By:	Signed By:	Signed By:
Date: 6/22/09	Date: 6/22/09	Date:	Date:	Date:
Please contact Tom Mineau (920) 676-3495 with any questions. Return via E-Mail ASAP to <a href="mailto:tmineau@mcae.biz">tmineau@mcae.biz</a>				

**Multimedia Communications & Engineering, Inc.**

PO Box 11064 Green Bay, WI 54307-1064 ph (920) 676-0494

**Placing technology at your fingertips**

Wednesday, June 24, 2009

**TO:** Diane Kangas  
Power & Tel Supply  
N922 Tower View Drive, Suite 115  
Greenville, WI 54942

**RE:** Brown County City of Green Bay Fiber Optic Cable Network - Project #1298B

**CHANGE ORDER #19 – Additional Material for Area 2A, 4A and 4B**

**COUNTY**

Item	Description	Adjustment
1	Material for Areas 2A, 4A and 4B purchase from Power & Tel Supply	\$ 50,159.26
<b>End Change Order #19</b>		
<b>Price Adjustment Summary</b>		<b>Total Price Adjustment</b> + \$ 50,159.26
		Brown County Portion + \$ 50,159.26
		City of Green Bay Portion + \$
		Green Bay Metropolitan Sewerage District Portion + \$

	<b>Tom Mineau</b>		N/A	N/A
Power & Tel	Multimedia Communications & Engineering, Inc.	Brown County	City of Green Bay	Green Bay Metropolitan Sewerage District
Signed By	Signed By Tom Mineau	Signed By	Signed By	Signed By
Date	Date 6/24/09	Date	Date	Date
Please contact Tom Mineau (920) 676-3495 with any questions. Return via E-Mail ASAP to <a href="mailto:tmineau@mcas.biz">tmineau@mcas.biz</a> .				



**Multimedia Communications & Engineering, Inc.**

PO Box 11064 Green Bay, WI 54307-1064 ph (920) 676-0494

**Placing technology at your fingertips**

Wednesday, June 24, 2009

**TO:** Tom Klimek  
Escanaba Lake Superior Railroad  
One Larkin Plaza  
PO Box 217  
Wells, MI 49894

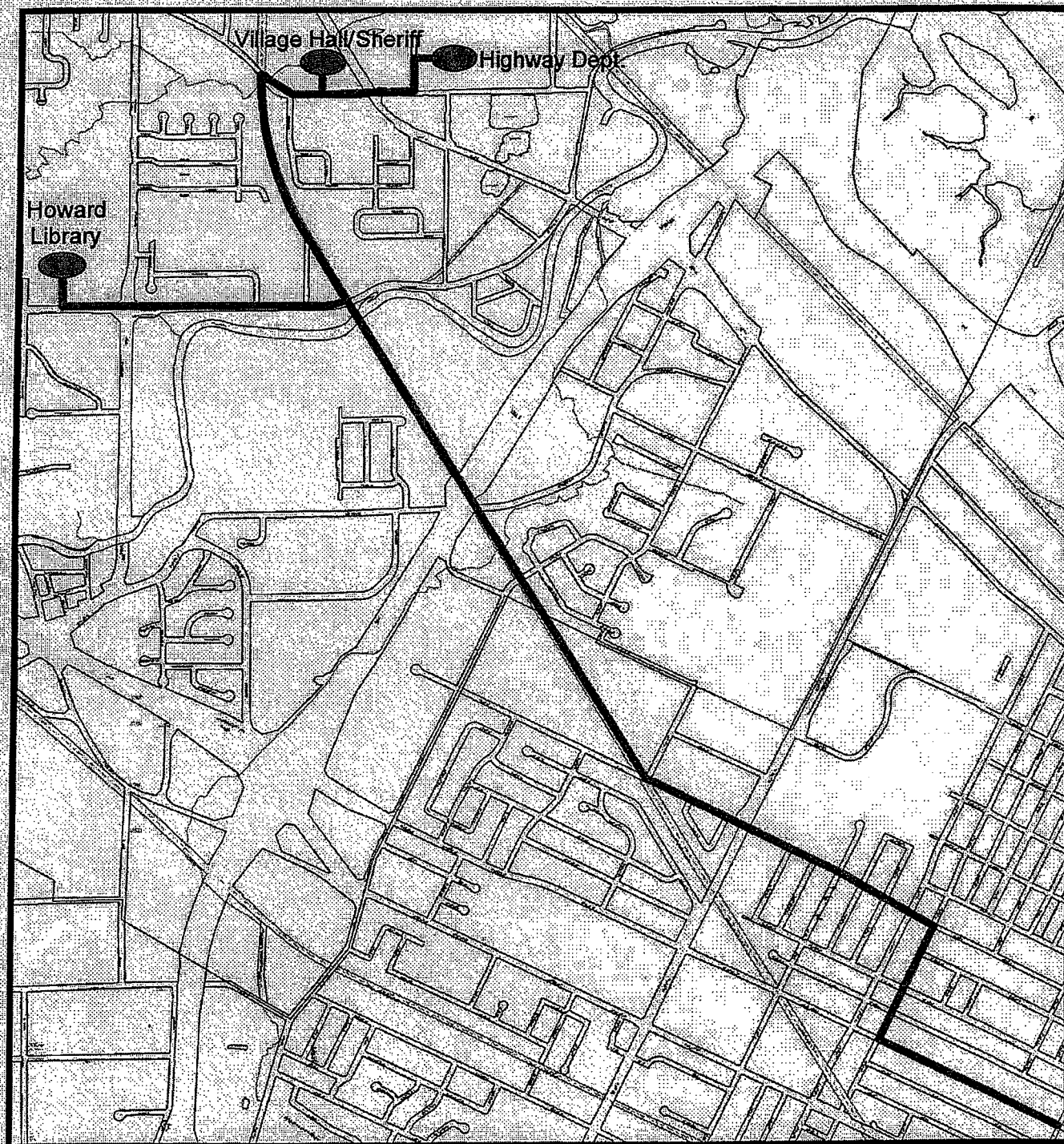
**RE:** Brown County City of Green Bay Fiber Optic Cable Network - Project #1298B

**CHANGE ORDER #18 – Railroad Agreement one time payment**

**COUNTY**

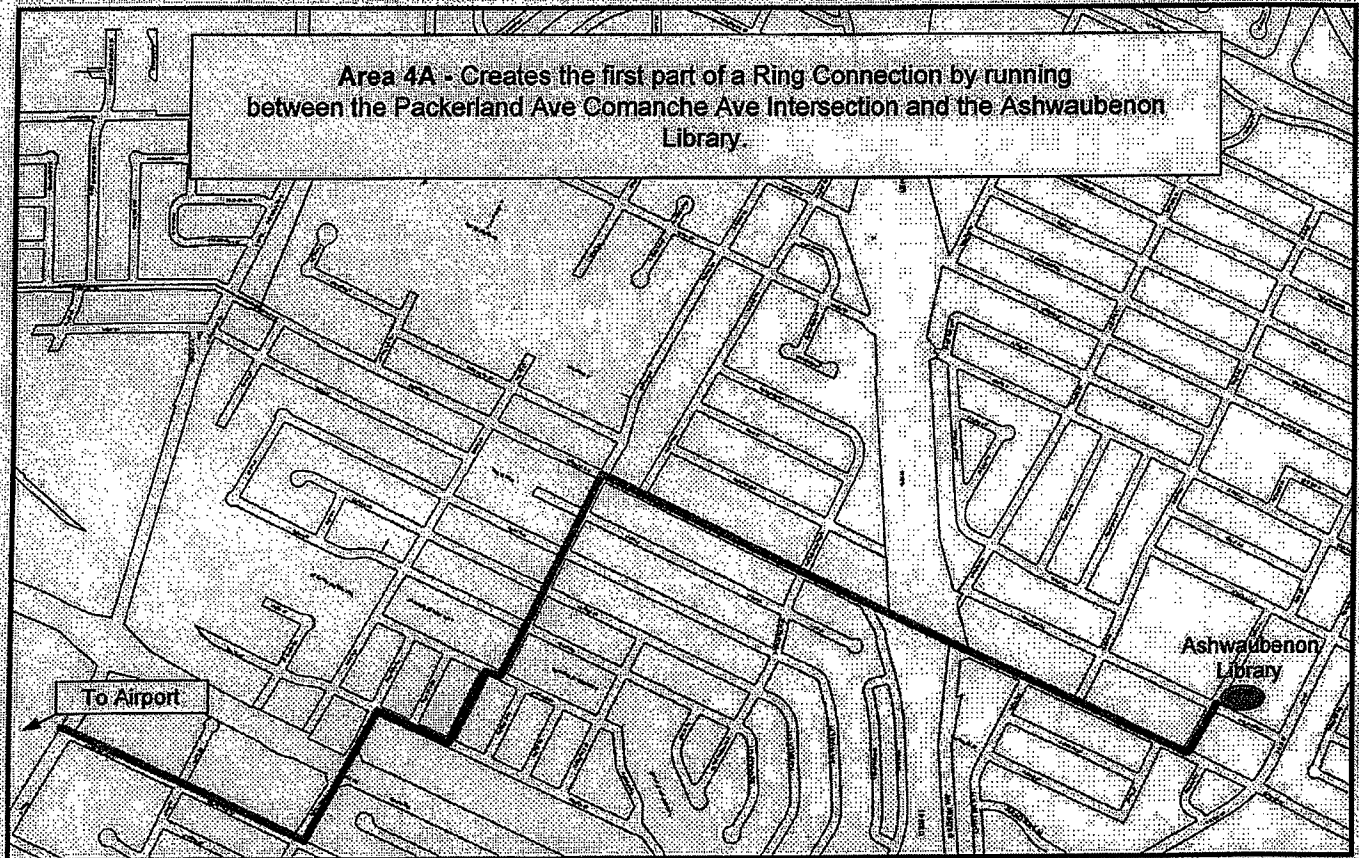
Item	Description	Adjustment
1	Payment for Escanaba & Lake Superior Railroad Company Agreement	\$ 35,000.00
<b>End Change Order #18</b>		
<b>Price Adjustment Summary</b>		<b>Total Price Adjustment</b> + \$ 35,000.00
		<b>Brown County Portion</b> + \$ 35,000.00
		<b>City of Green Bay Portion</b> + \$
		<b>Green Bay Metropolitan Sewerage District Portion</b> + \$

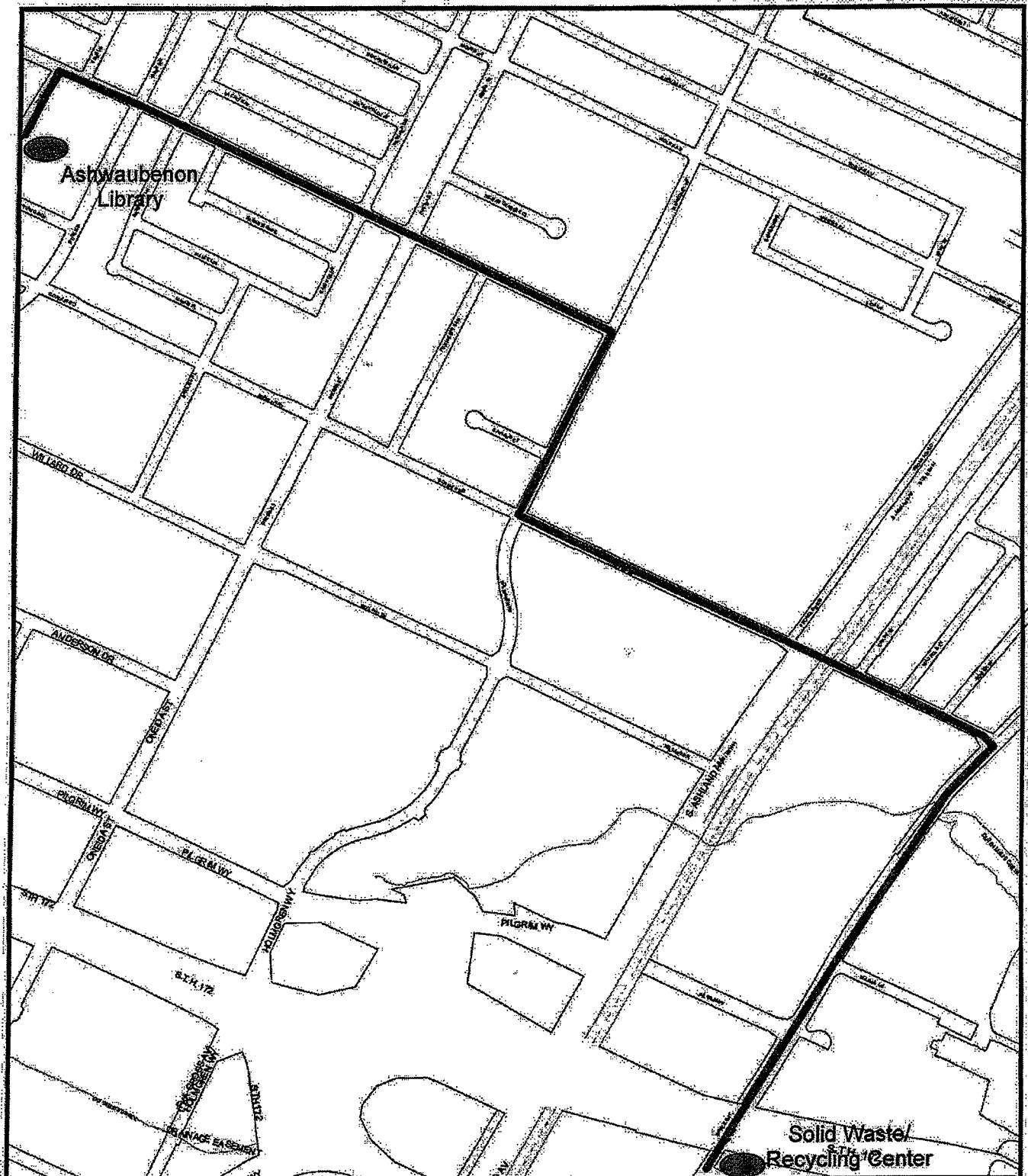
	<i>Tom Mineau</i>		N/A	N/A
Escanaba Lake Superior Railroad Company	Multimedia Communications & Engineering, Inc.	Brown County	City of Green Bay	Green Bay Metropolitan Sewerage District
Signed By	Signed By: Tom Mineau	Signed By	Signed By	Signed By
Date	Date: 6/24/09	Date	Date	Date
Please contact Tom Mineau (920) 676-3495 with any questions. Return via E-Mail ASAP to <a href="mailto:tmineau@mcae.biz">tmineau@mcae.biz</a> .				



**Area 2A - extends north off of the west side route to connect the 3 County Sites in Howard (Howard Village Hall, Howard Library, and Brown County Highway Department)**

**Area 4A - Creates the first part of a Ring Connection by running  
between the Packerland Ave Comanche Ave Intersection and the Ashwaubenon  
Library**





**Area 4B - Creates the second and last part of a Ring Connection by running between the Ashwaubenon Library and Recycling Center/Solid Waste Facility.**